

Cost Management and Payments Branch (BFC)

Responsible for activity related to processing payroll and for all domestic travel activity for the Center. Audits Time and Attendance Reports and related documents. Establishes and maintains accounting control and documentation of the computation of pay, leave, and allowances. Maintains leave records, including determination of rate of leave entitlement pursuant to law, leave earned, and leave taken. Coordinates with the Office of Human Resources and Workforce Planning to resolve questions regarding personnel actions that affect changes to payroll. Ensures adequate funding is available for both Travel Authorizations and Travel Vouchers prior to releasing the document to the accounting system. Examines traveler or vendor requests for reimbursement to determine accuracy, legality, and any compliance problems. Prepares and forwards schedules of payments to the Treasury Department directing payment of funds. Maintains records and documents supporting travel payments. Controls all accountable entries entered into the travel accounting system. Issues bills for recovery of overpayment of vouchers. As required, assists the Competency Center in testing changes to the Travel Manager System. Assists users with day-to-day operational problems.

Responsible for all payments to vendors. Implements procedures for ensuring compliance with the Prompt Payment Act and sound Cash Management practices.



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Examines all vouchers and supporting documents related to purchase orders, contracts, and Grants to determine their accuracy, legality and compliance with regulations prior to payment. Prepares schedules of payments for transmission to the U.S. Treasury. Certifies schedules for payment. Maintains all records and documents supporting payments that are required by law. Processes transactions into the accounting system received through the Health and Human Services (HHS) interface or through IPAC. Prepares billing and develops procedures for effective debt collection actions. Receives and deposits funds due NASA maintaining appropriate internal controls. Responsible for cost accounting, and cost analysis for Center contracts, orders, and Grants. Develops monthly transactions to capture all significant elements of cost in accordance with established cost accounting standards. Works with Contractor Financial Reports (533), historical data, project managers, and resource specialists to provide meaningful and accurate monthly cost data for input to the Center accounting system. Recommends and suggests actions to correct unfavorable trends and deviations from contractor plans and accounting standards.

